

4 October 1956

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 3 October 1956

1. The Office of Personnel is beginning to apply the Records Control Schedule which we recently completed for them. Twenty-five cubic feet of inactive records have been transferred to the Center as a result of this Schedule, and approximately sixty more cubic feet will be transferred shortly.

2. The Office of Logistics has requested us to assist them in the revision of their Records Control Schedule which was originally prepared by the Records Management Staff in 1953.

3. As a result of the review of the activity on forms we have been able to eliminate 96 which are now obsolete. Two new, and three revised forms were completed; we now have on hand 58 requests for new and revised forms.

4. The Comptroller's Office has advised us of a substantial revision to be made in a Field Handbook concerning Accounting. This will require the revision of approximately 24 forms and the development of at least two new ones.

5. Miss [REDACTED] has completed the Basic Management Course, and Mr. [REDACTED] received twenty hours of on the job training.

6. The Record Center received 345 cubic feet of records, the equivalent of 43 safe cabinets. The Center now has 28,745 cubic feet of records.

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Mgt/S/Rms [REDACTED] a (8 October 1956)

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